

Human Resources Data Set

Submission Guide

for Fiscal Year 2010

Updates

Human Resources Data Conventions

Field Types

1. Numeric (#) Must contain only numeric characters 0-9
2. Alpha/Numeric (X) Can contain both letters and numbers (letters should always be in upper case)
No special characters like dash, slash, or commas unless specifically authorized.

Field Formats

1. # - numeric digit
2. X - any character (letters and numbers allowed, letters in upper case only)
3. YYYYMMDD - numeric date field in the form:
YYYY - four digit year
MM - two digit month
DD - two digit day

Note: Dates should contain only numeric characters. Do not enter date separators, such as "/" or "-" in these fields.

Standard Codes

Standard coding methodology is used throughout the data set whenever possible. Some examples are:

1. For fields requiring a "Yes" or "No", the codes are:
0 No
1 Yes
2. Codes for "Not Applicable" are dependent on field length, and always end in "6". This code is used to indicate that the field does not apply to the client. An example would be the Pregnant Women field for male clients. Those fields which have Not Applicable as valid codes use the coding convention below:

<u>Code</u>	<u>Field Length</u>
6	1
96	2
etc.	

3. Codes for "Unknown" are dependent on field length, and always end in "7". RDMC would prefer that this code NOT be used unless the Center wants to capture the difference between Unknown and Not Collected. The Not Collected code is the recommended code for this information. Both codes will be treated in the same manner. Both could count against the Completeness Standard. Those fields which have Unknown as valid codes use the coding convention below:

<u>Code</u>	<u>Field Length</u>
7	1
97	2
etc.	

4. Codes for "Not Collected" are dependent on field length, and always end in "8". This code is used by TEDS to indicate a field that is not collected. Kentucky uses it to indicate that the data was not collected from the client, but that the field is one that Kentucky collects. Both this code and the previous code are treated in the same manner. Both could count against the Completeness Standard. Those fields which have Not Collected as valid codes use the coding convention below:

<u>Code</u>	<u>Field Length</u>
8	1
98	2
etc.	

3. Codes for "Other" are also field length specific, but always end in "9".

<u>Code</u>	<u>Field Length</u>
9	1
99	2
etc.	

Human Resources Submission File Layout

Field Number	Description	Field Type	Field Length	From	To	Format	Fatal?
1	Region Number	Numeric	2	From	Input File	##	N/A
2	Staff/record Identifier	Alpha/Numeric	15	1	15	X-15-X	Yes
3	System Reporting Date	Date	8	From	Input File	YYYYMMDD	N/A
4	Employment Date	Date	8	16	23	YYYYMMDD	Yes
5	Separation Date	Date	8	24	31	YYYYMMDD	No
6	Highest Degree	Alpha/Numeric	1	32	32	X	No
7	Employment Status	Alpha/Numeric	1	33	33	X	No
8	Language1	Alpha/Numeric	3	34	36	XXX	No
9	Language2	Alpha/Numeric	3	37	39	XXX	No
10	Language3	Alpha/Numeric	3	40	42	XXX	No
11	Language4	Alpha/Numeric	3	43	45	XXX	No
12	Language5	Alpha/Numeric	3	46	48	XXX	No
13	Taxonomy01	Alpha/Numeric	10	49	58	X-10-X	No
14	Taxonomy02	Alpha/Numeric	10	59	68	X-10-X	No
15	Taxonomy03	Alpha/Numeric	10	69	78	X-10-X	No
16	Taxonomy04	Alpha/Numeric	10	79	88	X-10-X	No
17	Taxonomy05	Alpha/Numeric	10	89	98	X-10-X	No
18	Taxonomy06	Alpha/Numeric	10	99	108	X-10-X	No
19	Taxonomy07	Alpha/Numeric	10	109	118	X-10-X	No
20	Taxonomy08	Alpha/Numeric	10	119	128	X-10-X	No
21	Taxonomy09	Alpha/Numeric	10	129	138	X-10-X	No
22	Taxonomy10	Alpha/Numeric	10	139	148	X-10-X	No

Note: Region Number and System Reporting Date are extracted from the identification of the input file. These fields are NOT part of the submission record.

Note: The new fields are NOT be counted for Accuracy or Completeness during the first Fiscal Year of activity.

RDMC fields "Region_Number" and "System_Reporting_Date" will be taken from the input file identification.

Employment and Separation Dates will be used to track broken employment for the same staff member.

Please do NOT re-use the Staff Identifier, if at all possible.

ALL staff members who have direct contact with clients MUST be included in this data set. All other staff members MAY be included at the Center's choice.

Human Resources Data Set Tables Layout

Field Number	Field Name field * = Key	Type / Size	Edits	Errors
1	* Region_Number	char 2	Data taken from input file identification	F
2	* Staff_Identifier	char 15	May NOT be blank or all zeros	F A
3	* System_Reporting_Date	date	Data taken from input file identification	F
4	Employment_Date	date	Before date of edit, after DOB, after 1/1/60	F A
5	Separation_Date	date	May be blank or before date of edit and after employment date else set to NULL	G A
6	Employment_Status	char 1	Must match a valid code else set to "8"	G A/C
7	Highest_Degree	char 1	Must match a valid code else set to "8"	G A/C
8	Primary_Language_Code	char 3	Validate against language table or blank	G A
9	Primary_Taxonomy_Code	char 10	Validate against Taxonomy Codes	G A

At least one Taxonomy code will be required for all staff members.

Note 1: Employment Status & Highest Degree are reversed from the submission format

Note 2: The main Human Resources table (CMHC_Human_Resources) contains only the first additional language for the staff member. Any other additional languages are contained in the sub-table (CMHC_HR_Other_Languages).

Note 3: The main Human Resources table (CMHC_Human_Resources) contains only the first taxonomy code for the staff member. Any additional taxonomy codes are contained in the sub-table (CMHC_HR_Other_Taxonomy).

Human Resources Language Data Set (Sub-)Table Layout

Field Number	Field Name field * = Key	Type / Size	Edits	Errors
1	* Region_Number	char 2	Data taken from input file identification	F
2	* Staff_Identifier	char 15	May NOT be blank or all zeros	F A
3	* System_Reporting_Date	date	Data taken from input file identification	F
4	* Secondary_Language_Code	char 3	Validate against language table or blank	G A

Human Resources Taxonomy Data Set (Sub-)Table Layout

Field Number	Field Name field * = Key	Type / Size	Edits	Errors
1	* Region_Number	char 2	Data taken from input file identification	F
2	* Staff_Identifier	char 15	May NOT be blank or all zeros	F A
3	* System_Reporting_Date	date	Data taken from input file identification	F
4	* Other_Taxonomy_Code	char 10	Validate against Taxonomy Codes	G A

Note: Starting in FY 2006, HR data is retained on a monthly basis so all staff MUST be submitted at the beginning of each fiscal year. Only additions, changes and separations MUST be entered for the months following although all staff may be entered each month.

Under the Error column;

F = Fatal error - field vital to record, entire record rejected, no further edit checks are performed

G = General error - invalid value, data recorded for reporting purposes, value changed to Unknown / Not Collected

NOTE: NOT counted in completeness accumulation

P = Possible problem - value in this field should be reviewed as it is outside normal bounds or is in conflict with another field

Note: Human Resources records for staff who have been separated are still being edited for valid codes in all fields. However, any errors in these records are counted as Possible Errors only, and are not accumulated or counted against the Center.

A = Accuracy - this field checked for accurate values – counted only when data is required or included

C = Completeness - this field checked against Unknown / Not Collected code

If total unacceptable fields / total acceptable fields > 5%, then Acceptance = FAIL

If the number of incomplete values / total fields > 5% for ANY of the fields considered for Completeness, then Completeness = FAIL

No Timeliness is checked for HR records since this table is not required to be updated monthly EXCEPT for the first submission for the fiscal year.

Input Record Format

1. Region Number

Data field name - Region_Number

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
2	##			Yes

taken from Input File identification

Description: 2-digit Region ID; taken from the region number in the submission file identification (RRmmyyhr.dat).

Valid Codes:

01	Region 01 – Four Rivers (Western Ky.)
02	Region 02 - Pennyroyal
03	Region 03 - River Valley (Green River)
04	Region 04 - Lifeskills
05	Region 05 - Communicare
06	Region 06 - Seven Counties
07	Region 07 - Northern Ky.
08	Region 08 - Comprehend
09	Region 09 - Transitions
10	Region 10 - Pathways
11	Region 11 - Mountain
12	Region 12 - Kentucky River
13	Region 13 - Cumberland River
14	Region 14 - Adanta (Lake Cumberland)
15	Region 15 – Bluegrass
16	Region 16 - Healing Place

Special Instructions:

1. For regions 1-9, please be sure to precede the region number with a zero.
2. Must match region number specified in file name.

	Error Condition	Error Action
Fatal Error:	1.Invalid Region	File submission is rejected because Region Number is taken from input file ID

2. Staff Identifier

Data field name - Staff_Identifier

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
15	X-15-X	1	15	Yes

Description: Staff ID alpha-numeric code (1 to 15 characters) assigned by the Center.

Valid Codes: Up to 15 alpha-numeric ID assigned by the center. May not be all blanks nor all zeroes.

	Error Condition	Error Action
Fatal Error:	1.Blank or all zeros 2.Duplicate of existing Staff ID	Current record is rejected

3. System Reporting Date

Data field name - System_Reporting_Date

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
8	YYYYMMDD			No

taken from Input File identification

Description: Data submission date to the client data set. It is suggested that this be the date that the data was created for the file or the date that the file was submitted. taken from the date in the submission file identification (rrMMYYhr.dat)

Valid Codes Date in the file identification, in the format MMY. Program will add last day of the month as day. Must be prior to or the same as the current date.

	Error Condition	Error Action
Fatal Error	1.Invalid Date 2.System Reporting Date after submission date	File submission is rejected because Region Number is taken from input file ID

4. Date of employment / affiliation

Data field name - Employment_Date

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
8	YYYYMMDD	16	23	Yes

Description The date when current employment or affiliation began with the reporting organization: YYYYMMDD.

Valid Codes Date in the format YYYYMMDD. Must be prior to or the same as the System Reporting Date.

Note: Not required if field 7 (Employment Status) = Code "9"

	Error Condition	Error Action
Fatal Error:	1.Invalid Date 2.Date is 75 or more years ago	1.Current record is rejected 2. Current record is rejected
Possible Error	Date is prior to 1960	none

5. Separation / termination date

Data field name - Separation_Date

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
8	YYYYMMDD	24	31	No

Description If applicable, the month and year during which the relationship / affiliation between the individual and the organization terminated.
If the employee is still currently working for the organization, either leave this field blank or set equal to '00000000'.

Valid Codes Date in the format YYYYMMDD Must be prior to or the same as the System Reporting Date and the same as or after the Date of employment.

Note: Not required if field 7 (Employment Status) = Code "9"

	Error Condition	Error Action
General Error:	1.Invalid Date 2. After System Reporting Date 3. Prior to Employment Date	Error reported, field set to NULL in database

6. Highest degree/education as of date of report

Data field name - Highest_Degree

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
1	#	32	32	No

Description Choose one of the following:

Valid Codes

- 1- Less than high school diploma or GED
- 2- High school diploma or GED
- 3- Some education beyond high school but no degree
- 4- Associate degree
- 5- Bachelor's degree
- 6- Master's degree
- 7- Doctorate (e.g. M.D., Ph.D., Sc.D., J.D., Ed.D., D.O., etc)
- 8- Unknown / Not collected

Note: Not required if field 7 (Employment Status) = Code "9"

	Error Condition	Error Action
General error	1.Invalid code	Error reported, field set to 8 in database
Completeness	submission value = 8	Counted against Completeness Standard

7. Employment (affiliation) Status with the organization

Data field name - Employment_Status

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
1	#	33	33	No

Description Choose one of the following:

Valid Codes

- 1- Salaried payroll employee - Full time (35 hours per week or more)
- 2- Salaried payroll employee - Part time (34 hours or less per week)
- 3- Paid under contractual arrangement
- 4- Student, trainee, resident, intern
- 5- Volunteer
- 8- Unknown / Not collected
- 9- Sub-contract/Affiliate staff for which full data is not available

Note: This does NOT eliminate the other contractual requirements to collect data on these people, such as training records.

	Error Condition	Error Action
General error	1.Invalid code	Error reported, field set to 8 in database
Completeness	submission value = 8	Counted against Completeness Standard

8. First Additional Language

Data field name - Primary_Language_Code

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
3	XXX	34	36	No

Description Choose 3-digit code from ISO-639 table. (See Language codes listing under Reports drop-down box on Data Implementation Guide web page) Include the language of which the staff member has sufficient knowledge so as to be able to act as interpreter for a client who cannot be understood in English. Up to 5 languages may be listed. If a staff member is capable of translating more than 5 languages, contact RDMC.

NOTE: Additional languages are stored on a RDMC data base as a sub-table. Staff with no additional language codes will have no entries in the language code sub-table

Valid Codes 3-character code from table; Do NOT include English/American;

Note: Leave field blank if staff member does not have knowledge of any language other than English/American. Field not required if field 7 (Employment Status) = Code "9".

	Error Condition	Error Action
General error	1.Invalid code	1. Error reported, field set to null in database

Note: Beginning with April 2008, errors for all the Additional Language Fields (Fields 8 – 12) will be combined to form a single General Error calculation.

NOTE: This and all additional language codes are stored in the CMHC_HR_Other_Languages sub-table

9. Additional Language-2

Data field name - Secondary_Language_Code

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
3	XXX	37	39	No

Description See field # 8

	Error Condition	Error Action
Error	1. Invalid code 2. Duplicate with preceding language code field.	Error reported. Record not inserted into table.

10. Additional Language-3

Data field name - Secondary_Language_Code

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
3	XXX	40	42	No

Description See field # 8

	Error Condition	Error Action
Error	1. Invalid code 2. Duplicate with preceding language code field.	Error reported. Record not inserted into table.

11. Additional Language-4

Data field name - Secondary_Language_Code

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
3	XXX	43	45	No

Description See field # 8

	Error Condition	Error Action
Error	1. Invalid code 2. Duplicate with preceding language code field.	Error reported. Record not inserted into table.

12. Additional Language-5

Data field name - Secondary_Language_Code

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
3	XXX	46	48	No

Description See field # 8

	Error Condition	Error Action
Error	1. Invalid code 2. Duplicate with preceding language code field.	Error reported. Record not inserted into table.

13. Primary Taxonomy Code

Data field name - Primary_Taxonomy_Code

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	X-10-X	49	58	No

Description Choose a 10-digit code from the Health Care Provider Taxonomy codes table. (See the listing under the Reports drop-down box on Data Implementation Guide web page). Include all applicable credentials, licenses, certificates, jobs, tasks, job classifications, specialties, occupations, vocations, professions, etc which apply to the staff member. Up to 10 Taxonomy Codes may be listed. If a single staff member has more than 10 Taxonomy Codes, contact RDMC.

NOTE: **At least one Taxonomy Code MUST be listed for each Staff Member.** If a staff member is not directly involved in Health Care services and would not have a valid health care taxonomy code, use all nines (999999999) as a code indicating a valid employment in a non-health care position.

NOTE: Additional taxonomy codes are stored on a RDMC data base as a sub-table. Staff with no additional Taxonomy codes will have no entries in the Taxonomy code sub-table

HIPAA definition: Taxonomy Codes are also called Specialty Codes, and are numbers assigned under the HIPAA provisions to health care providers, in order to digitally encode their specialty in order to facilitate electronic billing.

Valid Codes 10-digit code from table
 9999999997 = Unknown
 9999999998 = Not Collected

Note: Not required if field 7 (Employment Status) = Code "9"

	Error Condition	Error Action
General error	1.Invalid code 2.Duplicate with subsequent Taxonomy code field	Error reported, field set to 9999999998 in database
Completeness	submission value = 9999999997 or 9999999998	Counted against Completeness Standard

NOTE: This and all additional Taxonomy codes are stored in the CMHC_HR_Other_Taxonomy sub-table

14. Taxonomy Code 02

Data field name - Other_Taxonomy_Code

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	X-10-X	59	68	No

Description See field # 13

	Error Condition	Error Action
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 9999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.

15. Taxonomy Code 03

Data field name - Other_Taxonomy_Code

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	X-10-X	69	78	No

Description See field # 13

	Error Condition	Error Action
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 9999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.

16. Taxonomy Code 04

Data field name - Other_Taxonomy_Code

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	X-10-X	79	88	No

Description See field # 13

	Error Condition	Error Action
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General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 9999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.

17. Taxonomy Code 05

Data field name - Other_Taxonomy_Code

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	X-10-X	89	98	No

Description See field # 13

	Error Condition	Error Action
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 9999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.

18. Taxonomy Code 06

Data field name - Other_Taxonomy_Code

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	X-10-X	99	108	No

Description See field # 13

	Error Condition	Error Action
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 9999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.

19. Taxonomy Code 07

Data field name - Other_Taxonomy_Code

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	X-10-X	109	118	No

Description See field # 13

	Error Condition	Error Action
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 9999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.

20. Taxonomy Code 08

Data field name - Other_Taxonomy_Code

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	X-10-X	119	128	No

Description See field # 13

	Error Condition	Error Action
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 9999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.

21. Taxonomy Code 09

Data field name - Other_Taxonomy_Code

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	X-10-X	129	138	No

Description See field # 13

	Error Condition	Error Action
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database

Completeness	submission value = 9999999997 or 9999999998	Error reported, no entry made to database
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Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.

22 Taxonomy Code 10

Data field name - Other_Taxonomy_Code

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	X-10-X	139	148	No

Description See field # 13

	Error Condition	Error Action
General error	1. Invalid code 2. Duplicate with subsequent Taxonomy code field	Error reported, no entry made to database
Completeness	submission value = 9999999997 or 9999999998	Error reported, no entry made to database

Note: Field not required. Pad field with spaces if no value is present for this field.
Beginning with April 2008, errors for all the additional Taxonomy Fields (Fields 14 – 22) will be combined to form a single General Error calculation.